The Department of Labor and Employment

EMPLOYMENT GUIDE
For College Students & Job Seekers
Trainer’s Manual
Employment Guide for College Students and Job-Seekers
Trainer’s Manual

Career and Employment Guidance is a major component of the job search assistance function of the Bureau of Local Employment (BLE) in order to link jobseekers to employment opportunities. It is one of the three pillars of employment services – the other two pillars being (a) labor market information and (b) employment facilitation.

“Job Mismatch” has been identified as one of the sources of structural unemployment in several of the recent manpower summits and human resource conferences participated by various stakeholders from industry, government, non-government organizations and the academe.

This Trainer’s Manual was prepared under a contract from BLE under the Department of Labor and Employment (DOLE) by Profiles Asia Pacific, Inc. as part of an initiative to address the job mismatch problem, and help link the skills needed by industry to those skills that are possessed by the jobseeker which are taught and learned in the school.

The manual serves as a Facilitator’s Guide designed to support front-liners of DOLE, the Public Employment Service Office (PESO) officers of local government units, school teachers, career specialists, counselors and local Guidance Associations in their quest to effectively provide career and employment coaching to students who are about to leave High School, or shortly thereafter. An additional Training Manual covering understanding self, understanding the world of work, career assessments and ‘job-fit’ or matching the student’s traits of interests, personality, skills and abilities to careers in which these strengths can be best utilized.

Creation of this manual began as part of a 5-day training curriculum titled, “Training of Trainers on Career and Employment Coaching” given throughout the country during 2009 for the above-named front-liners with responsibility for career and employment coaching under the sponsorship of the BLE.

The major points of job exploration and local market information and job search covered in this manual are:

- Creating a resume and portfolio;
- Getting your job search started;
- Acing the interview.

The program follows the fundamental principle of building on strengths!
It can be covered in half a day or take up to 2-days depending on such things as the number of participants, the degree of interaction and the number of “workshop” type activities.

For example, if all the suggested assessments (as part of self-discovery) are taken during the program, considerably more time than half a day should be allotted.

The manual should be used in conjunction with the accompanying PowerPoint presentation which is in “.ppt” format. Some slides also include “links” to take the facilitator quickly to one or other of the main sections (see slide 2, for example, which has links to the three main sections of: Introduction to Career Coaching, to the Students Guide and to Tests & Quizzes). These links will be noted in the facilitator notes.

Further, if there is Internet access available on the computer being used for the presentation, then there are several slides which provide links to on-line web resources. For example slide 67 which provide an on-line link to the several popular job search slides and slide 87 which list many on-line web sites on entrepreneurship.

There is also a companion video to this manual which can be used either as reinforcement material at the conclusion of the program, or can be used as an introduction to the topics covered, for example, in a guidance office or in the offices of PESO or DOLE.
The aim of this facilitator’s guide is to help front-liners such as PESO managers, school teachers, career specialists and members of local career guidance associations fulfill their mission of providing career planning and employment information services (as technically supervised by the Bureau of Local Employment, Department of Labor and Employment).

There are six links on this to help you quickly move to the six main sections of the workshop. On the PowerPoint, click the icon to move away from the next section!

The fast global and technological developments we are witnessing in the early years of the 21st century, together with the continuing forces of globalization, are likely to lead to extreme changes in the world of work. In fact, according to UNESCO, the changing nature of work is already readily noticeable in both urban and rural communities.
It follows therefore that human development, of which education and career coaching is such a very important part, must keep in step with these social changes if people are to lead productive, peaceful and satisfying lives. During the past two decades, a mismatch has been clear in the Philippines between the skills taught by the school and those demanded by the workplace. This mismatch has been intensified in recent years with the putting together of new technologies in many circles of professional activity.

Career and Employment Guidance Counseling (which in this program we are calling “Career Coaching”) is widely accepted as a powerful and effective method of helping to bridge the gap between education and the world of work.

It is a means of assisting young adults in making appropriate and judicious career, training and educational choices that enable them to develop their potential and to have access to work opportunities that are compatible with their interests, values and abilities.

By the end of the seminar, the students or jobseekers should understand these concepts:

- Understand career and life skills needed in landing jobs.
- Assess skills and knowledge required for interview preparation.
The main topics of the workshop are listed with suggested timings (without practical exercises, such as resume writing, simulation exercises, mock interviews etc).

You may adjust the program schedule, in accordance to your desired area of focus and activities to be conducted.

Introduction to the TOPIC “Career Tool Kit”.

The following slides provide tips on what requirements are needed in the participant’s job search, how to make a resume/job portfolio and how to create your reference list.
Requirements

- Resume
- Transcript of Records
- NBI Clearance
- ID Photos
- Barangay Clearance
- Medical check up

Present to participants the list of common requirements needed in applying for a job.

Resumé

- Short summary of important information about the applicant
- Effective if it opens the door to an interview

The resume is a short summary of important information about a jobseeker. It highlights his/her educational background, employment history, as well as other details such as academic achievements or socio-civic accomplishments.

Portfolio

Not limited to creative individuals, such as graphic artists, writers, and teachers

The portfolio is evolving into a popular tool for all types of job seekers.

Making a job portfolio is fast becoming the custom for jobseekers in different industries. A portfolio gives jobseekers a certain amount of creativity in the way they would present themselves to potential employers.
Writing a Cover Letter

1. Address should match resume
2. Add date, employer’s name and address
3. Use only one page
4. Use good quality paper

Writing a cover letter is also a practice that is being adopted by most jobseekers nowadays. It is a brief summary of your resume and your qualifications as they relate to the job you are applying for. Above are some reminders for jobseekers on how to write a proper cover letter.

Aside from the former details, you may also want to remind jobseekers to make their cover letters interesting. The cover letter should also explain quickly what the applicant offers in relation to the job he/she is applying for.

An effective cover letter is able to capture the curiosity of an employer. This must be the objective that you set whenever you write your cover letter: to make yourself stand out from other applicants. The cover letter can also be presented in either bullet or paragraph form.
Writing a Cover Letter

- Follow up with an action statement. You want the reader to invite you for an interview.
- If still employed, you can add, “I am currently employed and would appreciate if you could maintain the confidentiality of my application.

Some jobseekers look for a job while they are still currently employed. It would be a good suggestion to give to an employed jobseeker to ask their potential employer to maintain the confidentiality of their application, and this can be done in your cover letter.

Sample of a Cover Letter format.

It’s neat, clean and to the point.

(You might want to read it to participants from the PowerPoint slide)

With so many jobseekers out there in the market, “creating a noticeable package” may give jobseekers a definite advantage in finding a job. It means that your job portfolio (from your cover letter to your résumé) makes you unique and helps you to stand out from other job applicants. This will also presume that you are selling yourself to the employer.
Introduce to participants the “Goal Setting Activity” and the idea of SMART goals:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-frame to achieve**

The primary questions that a résumé answer is “**Who are you?**” These are the questions that you and your colleagues must help jobseekers to answer in order to help them create an interesting and appealing job portfolio.

The résumé is the jobseekers’ personal brochure which aims to market him/her and eventually get an interview.

To help them to answer these questions much easier, inform the jobseekers to remember the following guidelines.
Once the participants have answered the ‘Who are you’ question, they can start writing their resume.

You can help the jobseeker write an effective resume by reminding him/her of a few certain details like:

- Are you using too many words in your sentences?
- Are the words you are using long and complex, and do they need to be looked up?

On the screen are other things you may want to remind the jobseeker to remember when writing his/her resume.

References are vital for an applicant to successfully apply for a job. A positive recommendation from any reference can be the advantage that you need to get hired for a job.

Your reference must also be very honest in answering any questions that the potential employer may ask about you. You do need to remind whomever you get as your reference to avoid being too honest.
Sample of a 1-page resume.

It’s neat, clean and to the point.

(You might want to read it to participants from the PowerPoint slide).

Introduction page for topic NETWORKING

What is Networking?
– To build supportive relationships with people we will stay in contact with and benefit from in the long term.

Who is in our Network?
– Friends, Barkada, Friends of Friends, Relatives, Colleagues, Neighbors, Teachers, Classmates, Church Community, Sports Club, Interest Groups and School Organizations.

Why Network?
– To find a job in the “hidden market”

Effective network building can help make job hunting easier for a jobseeker. It is therefore a good idea to help jobseekers to maximize their relationship with their networks in order to help them find the right job in the right career.
How to Network

- Begin with family, friends, co-workers
- Develop contact list
- Get to know people in your field
- Allow them to know your skills, experience, interests
- Ask for additional contacts
- Give them copies of your resume
- Keep in touch regularly
- Share information with them
- Thank them if they help you find a job

Listed are some of the tips jobseekers must know in order to maximize their relationships through networking. Keeping in contact with friends, family, and even former colleagues can help you find the right job in the right career. By establishing rapport with your network, you can find a job a lot easier because you have an insider’s knowledge of the company, and even of the industry you wish to work in.

Effective networking can be easily summarized in the four-stage cycle LINK, which stands for:

- Learn
- Invest
- Nurture
- Keep

Introduction to topic JOB INTERVIEW
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**Purpose**

- Verify facts about your experience and qualifications
- Explore your:
  - Abilities
  - Communication skills
  - Motivation
  - Ability to work as a team player
  - Flexibility and versatility

Discuss the purpose of the interview... you can read the topics from the slide.

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**Preparing for the Interview**

Make sure you know:
- The company name
- The position you are being interviewed for
- Name of the people who will interview you

It is also a good tip to give jobseekers preparation for an interview by learning certain facts and details about the company like:

Name of the company  
Position you are being interviewed for  
Name of the person who will conduct the interview

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**Understanding the Interview**

- Understand the intent behind the meeting.
- The employer uses the interview to see if you might fit their organization.
- The interview is a chance to decide if the employer is right for you.
- The meeting focuses on what you can do for the employer.

The interview is the best venue for a jobseeker to “sell” himself/herself for a specific job vacancy. However, a lot of people have difficulty in knowing how to conduct themselves during an interview, which is the reason why some jobseekers need help with this area.
Understanding the Interview

• You don't need to memorize your answers
• Relax and listen to what the interviewer says
• Be prepared

It is a good idea to get ready for an interview by preparing answers to possible questions that could be asked during the interview. Just remind the jobseeker not to memorize the answers to the questions, so as to avoid looking and sounding like a robot.

Ask yourself:

1. Why do I want to work here?
2. What do I need to do this job well?
3. Would I enjoy working with the people there?
4. What will make me stand out from the competition?
5. Can I convince them to hire me at the salary and benefits I want?

The interview hopes to learn just 5 facts about a jobseeker during an interview.

• Why do you want to work here (as opposed to somewhere else)?
• What can you do for us?
• What kind of a person are you?
• What makes you different (stand out) from the competition?
• Can we afford you, or might you come on board, get trained, and then leave for the first outside opportunity?

Likewise, jobseekers should also take the opportunity to ask almost similar questions about the company.

Types of Questions

1. Why do you want to work there?
2. What can you do for them?
3. What kind of person are you?
4. What makes you different?
5. Can they afford you?
6. Would you stay with them?

As mentioned earlier, in order to prepare for the interview, a jobseeker may prepare a set of questions that could be asked during the interview. You can use the basic areas that were previously discussed in order to come up with the questions that you may want to prepare for.
Getting Ready

• Know your strengths. The interviewer will ask about them.
• Know your weaknesses.
• If they ask about your weakness, describe what you've done to overcome it.

Although jobseekers like to highlight their strengths and achievements during an interview or when they write their resume, it is also good for them to be aware of what their weaknesses are. Saying that you do not have a weakness will only lead the interviewer to believe that the jobseeker is lying.

Questions you can ask:

1. What training methods are used here?
2. How much time is given to update staff’s mandatory skills?
3. What are the first objectives for a new person coming into this role?
4. What areas should be prioritized?

Above are some commonly asked questions during an interview. You can assist a jobseeker by doing a mock interview to help them prepare answers for these questions, and for them to gain confidence in the way that they would act during an interview.

Questions you can ask:

5. Are there specific projects that you want me to be involved in?
6. What can I expect by way of orientation?
7. Who is responsible for emergency preparedness training?
8. What would make me want to work here more than anywhere else in the industry?
Young jobseekers are advised not to leave the interview without asking the following questions because the questions may show how the jobseeker is interested regarding the progress of his application. It also gives the signal to the interviewer that the jobseeker is to be treated professionally. Basically, asking these questions changes the follow-up into an agreed-upon process rather than an aggressive or impatient move to push for information.

Aside from preparing for questions that could be asked, there are other “smaller” details about an interview jobseekers should remember if they want to make a good impression.

- Always give a firm handshake
- Maintain eye contact with the person/s conducting the interview
- Your body language should project confidence and comfort
- Make sure that you are clearly understood; speak in a well-modulated voice
- Don’t forget to say “Thank you”

A jobseeker should also remember that although they must answer all questions truthfully, there are certain questions that the interviewer is not allowed to ask. If they are asked these questions, they can simply politely decline to answer the question,
How to Prepare

- Know your resume
- Know your accomplishment, skills, abilities
- Be able to provide specific examples
- Expect a question about your salary requirement
- Prepare a minimum of 2 questions to ask the interviewer

Preparation for an interview is also very important. A jobseeker must be fully aware of what he/she should do. Before, During and After an Interview. Before going to an interview, it is important to be familiar with all of the details that you gave in your resume.

The first few minutes are critical...

First Impressions

- First 5 minutes of interview are extremely important
  - Give a firm handshake
  - Smile and make eye contact
- Address interviewer as Dr. or Mr./Ms.
  - Do not address interviewer by first name unless invited
- Wait to be asked to sit down
- Be prepared for different questions
  - Provide organized, short, and clear answers

A jobseeker always needs to be ready to answer all kinds of questions during an interview. It’s good to have prepared answers for all the commonly asked questions during interviews so that you can work on how you will deliver your response. Just remember not to memorize your answers, to avoid sounding like you have a script for all your answers to questions.

A recent survey (USA Today newspaper) published a finding that most interviewers made their decision in the first 5 minutes of the interview (i.e. based on first impressions)!

General Tips

- Be confident, but not over confident
- Convey energy and enthusiasm
  - Make sure your body language does not send a different message
- Be honest
- Be professional

You want to project an image of confidence and self-assurance. These are what will make companies interested in you. But you also want to avoid sounding over-confident. They want someone who can work well in their organization, and not someone who they feel is arrogant and will be a potential source of conflicts.
General Tips

- Show interest in the organization
- Know the company/organization and ask questions that will help you decide if this is the right job and organization for you

Before going to your interview, it would also be a good idea to do some research about the company you’ve applied for. Knowing some important information about the company can help in your job application because by doing your research about the company, it shows that you are genuinely interested.

On-site Interview Tips

- Be sure you understand the job responsibilities
- Presentation must be excellent in content and delivery
- Make sure there are no errors in the application
  - Spell check and ask someone else to proof it
- You must handle questions well

When you appear for an interview, it is understood that you more or less understand the duties and responsibilities, as well as the requirements of the position that you’ve applied for. So it is important that you read up on the position you’ve applied for. You can, however, ask the interviewer for more specific details about the job, but please avoid the question “If hired, what will I be doing for the company?”

On-site Interview Tips

- Know the company and ask questions that will help you decide if this is the right job and organization for you
- Be polite and professional to everyone
- Good table manners at lunch and dinner
- Ask about the next steps

In some instances, you will have more than one interview. Be polite and professional to everyone.

Some companies may interview you at lunch or dinner as part of the process. Good table manners and social skills are important.
Punctuality

- A habit where an individual does things on time.
- Result of good time management

Punctuality is important because it may tell the future employer about the jobseeker’s work style even before getting the job. The key to punctuality is Time Management. Knowing when to do certain activities by planning ahead can make a big difference as to whether or not a jobseeker is late.

Advantages

- Better time management
- Projects a good personality
- Indicates your respect for other’s time
- Valuing others and their time and sends right signals for others

If a jobseeker knows how to manage time properly, then it is most likely for the jobseeker to be punctual. If a person is punctual, it could show and gain respect towards the other people.

In short, punctuality saves a person’s time as well as others.

Grooming/Attire

- Professional
- Conservative
- Clothes clean and pressed
- Don’t eat spicy food before interview
- Don’t chew gum during interview

Grooming can also affect the interviewer’s impression of you. You want to appear as a true professional who should be strongly considered for the position you applied for. You do not want to give the impression that you have bad grooming habits.
Tips for Women
- Wear dress suit, pantsuit, or other business attire
- Use of Perfume – Avoid overpowering perfume!
- Mobile phone in silent mode!
  - Wear conservative and comfortable shoes
  - Avoid jewelry that jingles
  - Avoid pantyhose with runs

For women jobseekers, it is advised to avoid wearing jewelry that is too flashy or very large.

Tips for Men
- Wear a suit or jacket with a neat shirt and slacks
- Mobile phone in silent mode!
  - Avoid overpowering cologne
  - Avoid toiletries (deodorant, after shave) with a strong scent
  - Wear clean and polished shoes
  - Hair should be “tidy”

In the Philippines, men are not generally expected to come to interviews wearing suits. It is advised that you wear a clean, crisp shirt with a tie to maintain a professional image.

Sealing the Deal
- A job offer can be offered verbally or in writing.
- Read the job offer letter before signing.

You may also want to remind the jobseeker that they could be immediately given a job offer after a successful interview. If that happens, it would be prudent to advise them to read the letter of offer carefully. Also ask them to clarify any concerns they may have about the job offer.
Job Offer Letter

Make sure the letter of offer clearly describes:
• Your start date and first shift time.
• Hours of work.
• Terms of pay.
• Mandatory deductions.
• Uniforms.
• Non-competition clauses.
• Vacation.
• Other terms you negotiated.

Above are the details that applicants must take notice of in their letter of offer.

After the Interview

• Send a thank you note(s)
• Formal reference checking
• Follow-up
• Decision is made
  – Offer/Negotiation
  – You will receive a regret telephone call or letter
  – Be tactful – you may be considered for another position

No matter what the outcome is of the interview, it is a good idea to remember to continue to keep in touch with your contacts within the company. You may or may not get the job you applied for, but you may be considered for other vacancies in the organization.

Follow up

• Agreements must be made between the interviewer and the jobseeker about how the follow-up should be done

The waiting time after the interview is the most anxious time for young jobseekers. However, it is alright to do a follow-up only if there is an agreement on certain things when the interview is closed. It is also important to end the interview with a clear picture of the next few days or weeks because young jobseekers must be assured that they have the right to know what happens next.
Second/Final Interview

- If you do well in your initial interview and the company is interested in you, they may need some additional information.
- This is sometimes approached through a second interview, which may be presented in several ways, or through testing to demonstrate your abilities.

Get What You’re Worth

- This is the time to negotiate what you are worth.
- Employers generally have room to negotiate the terms of hiring. It is sensible to negotiate terms that are flexible before you sign a letter of offer.
- None of us work for free, and everyone wants to be paid what they are worth.
- How do we learn exactly what an employer can offer us?

Thank You Notes

Thank anyone who:
- Refers you to an employer
- Provides a reference
- Checks your documents
- Practice partner for interviews
- Helps you get a job
- Interviews you

An applicant, who does very well in the interview, may be asked to return for a second or final interview. Just remind the jobseeker that the next interview still has the same purpose, although they may want to prepare for completely different questions that could be asked.

Some jobseekers believe that only seasoned or experienced professional negotiate for the salary and benefits that they want. It’s a mistaken belief that you may want to correct because employers do have some leeway in negotiating the terms of hiring, but only to a certain degree.

Writing a thank you note is a good way for you to show your appreciation, and also to further build your personal relationship with your network. You may thank them for simple things like proofreading your documents (resume, cover letter, etc.) to more helpful activities like referring you to a specific job opening.
Resources

Where Job seekers look for jobs:

1. Help wanted ads
2. Employment agency
3. Placement agency
4. Word of mouth
5. Direct employer contact

Traditionally, jobseekers find out about job openings thru classified and help wanted ads. Because of the rapid advancements in technology that have been made in the 20th century, combing thru the want ads of major newspapers, going to employment and placement agencies have fast become “low-tech” means of searching for jobs.

Where employers look for candidates:

1. Internal networks
2. Job postings (newspaper and internet)
3. External networks
4. Placement agencies
5. Want ads

Nowadays, thanks largely to the popularity of the Internet, looking for jobs has become a more convenient and easy process. Job opening can even be directly sent to you via E-mail.
Labor Market Information

Primary labor market information:
• House Hold Population over 15 years old
• Labor Force
• Employment
• Unemployment
• Underemployment

Other important labor market information (if available):
• No. of graduates in all levels of schooling by institutions, area skills and courses
• Highest educational attainment of the Labor Force, Employed, Unemployed and Underemployed
• Productivity
• Wages and Earnings
• Turn-Over Rates
• Industrial Disputes, CBAs Employment Contracts
• Unionism
• Occupational Health and Safety Statistics
• No. of Educational and Training Institutions

Present the Primary and other Labor Market Information

Sources of Labor Market Information

Traditional Sources
• National Statistical Coordination Board
• National Statistics Office
• Bureau of Labor and Employment Statistics
• Technical Education and Skills Development Authority
• Bureau of Local Employment
• Commission on Higher Education
• Department of Education
• Bureau of Agricultural Statistics
• Department of Trade and Industry
• School Organizations

Current Sources
• Public Employment Service Offices (PESO)
• Local and Global Job Websites
• Philjob.net
• POEA Website
• Labor Attaches and Welfare Officers
• Classified Ads
• OFW and OFW Organizations
• Placement Agency Organizations

Labor Market situation in your respective Region should be provided.

The Job Market

• Check classified ads, online job boards
• Competition is harder for advertised jobs.
• When you identify companies that you want to work for, you can request informational interviews, leave a resume, or fill out an application form, and then check back periodically.

In fact, although still being used by a minimal number of companies for recruitment purposes, “wants ads” are not the main source by which companies nowadays find people for their job vacancies. Companies give the least amount of time in responding to job applications via these forms of ads.

The widespread misconception is that there are very few jobs in the market. This is actually false, as there will ALWAYS be jobs waiting to be filled. A jobseeker simply needs to do a much better way of looking for jobs.
Online Job Sources

www.phil-job.net
www.jobsdb.com
www.jobstreet.com
www.jobs1.com
www.PeopleDynamics.ph

These are the commonly used job search websites that provide information about job openings, and even facilitates the application process for jobseekers by submitting their applications online. Phil-job.net is a website operated and maintained by the Department of Labor and Employment.

Facilitator: If you have Internet access, the links show will take you directly to the web-site.

Government websites
• http://www.dole.gov.ph
• http://www.ble.dole.gov.ph
• http://www.ble.dole.gov.ph/peso/asp
• http://phil-job.net
• http://www.poea.gov.ph

Employment websites
• Google Directory
• http://www.jobsonline.com
• http://ph.jobstreet.com
• http://www.jobisland.com
• http://www.isdphil.com
• http://manpower-philippines.com.ph
• http://www.besi/jobsph.com
• http://phil.jobbass.com
• http://www.q2searchinc.com

International websites
• www.career.com
• careerimport.com
• www.careerexchange.com
• www.careerexposure.com
• www.careerfairs.com
• www.careerguide.com
• www.careerhighway.com
• www.careerjournal.com
• www.careermag.com
• www.careermarketplace.com

If you are looking for employment opportunities overseas, these are some international job search websites that you may want to visit.

PESO stands for Public Employment Service Office. It aims to provide full employment and equality of employment opportunities for all.

Listed are special services PESO offers. Job facilitation is the referral of walk-in applicants for possible placement in job vacancies in local and overseas employment. Job Fair is an event where applicants directly apply to invited companies for possible placement in local and overseas employment. SPES is a job offered for “poor but deserving students” who are given a salary 60% from the employer and 40% from DOLE. The skills training
offered is training for competency in different areas such as Candle and Soap making, Novelty items making, etc.

WAP is training for both in-and-out of school youth with 75% of minimum wage allowance from the Employer. TULAY (Tulong, Alalay Sa Taong May Kapansanan) is an employment program for persons with disabilities.

Here is a guideline on how to avail the special services of PESO.

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**How to avail of PESO Services**

*For Employment Seekers:*
  - Report personally to PESO in your respective provincial, city, municipal, NGOs, CBOs or SUCs for registration and employment interview.

*For Employers:*
  - Inform nearest PESO of the vacancies for job matching.

*For Researchers, Planners and LMI Users:*
  - Inquire and secure available materials at nearest PESO.

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[www.Phil-Job.net site home page](http://phil-jobnet.dole.gov.ph)
Anyone who visits the Phil-Jobnet website http://phil-jobnet.dole.gov.ph may view or search for the recent job vacancies posted by Employers.

(Read PowerPoint content to present the features of Phil-JobNet website)

In this session, the objective is to give a jobseeker some added information on how they can avail of convenient, easy to use and FREE services.

There are many... Here is the home page of People Dynamics

Several popular sites were listed above. JobsDB, Jobs1 and Jobstreet etc., all are commonly used job search websites for the local Labor Market.

They can even often provide information on job openings in other countries especially Southeast Asia.

This is a sample of Jobstreet.
You can browse for job vacancies based on your specialization, and what industry you belong to. Guide the participant on how to browse for job vacancies based on specialization and industry on the search bar.

An applicant can even specify the level or position that he wishes to look for based on his skills, competencies, and experience in the industry. Explain:

An applicant can specify the level or position that he wishes to look for based on his skills, competencies, and experience in the industry.

You may also suggest jobseekers to use the website to search for available training courses that they may avail. For continuing professional development, an individual may also use the website to search for available training courses that they may avail.
Entrepreneurship

Be your own boss.

Introduction on Entrepreneurship

There are actually two options for jobseekers to choose from when planning for their career: to be working for others, or employment; or to be working for oneself, which is entrepreneurship. It means that employment nor entrepreneurship is superior than the other, both are equally-situated choices. Shown is a list of self-descriptions that may provide some insights that can help push for the entrepreneurial choice.

Qualities of the Entrepreneur

- A risk-taker
- Committed to an idea
- Willing to work hard
- Passionate about pursuing a business idea
- Not afraid to lose (money, time, face)
- Can easily bounce back when things fail
- Physically and emotionally able to withstand the pressures
- Resourceful and innovative
- Positive in outlook
- Can communicate and relate well with all kinds of people
- Can envision the future
- Knows how to sell and market (products and services)
- Can handle money well

Present one by one the qualities of an entrepreneur to give them an idea about having a business as an alternative to a job.
What does it take?

✔ Assess yourself
✔ Study the business you want to go into
✔ Ask advice and ask for help
✔ Prepare for both success and failure

The basic determinant of entrepreneurship is risk because the entrepreneur takes all the risk so that when it pays off, he/she makes all the gain. The employee may work as hard, but his/her earning capacity is limited by what the organization is willing to pay for his/her efforts. In considering to be an entrepreneur, you must assess yourself if you are willing to take risks. You must also know very well the business you want to go into. Asking for advice and help from others may also help. You must also prepare for both success and failure.

Can you be your own boss?

Get some paper and take this quiz!

Circle the number that you feel describes you best.
(5 = strongly agree 1 = strongly disagree)

1. You have excellent time-management skills.
2. You are competitive.
3. You stick to a goal even if it means changing your plan of action.
4. You are well organized.
5. You are independent.
6. You would rather do something right than finish quickly.
7. You are self-confident.
8. You are willing to work hard.
9. You are a creative problem solver.
10. You like to work under pressure.

How did you score? Your Total Score: ________

Overview:
This activity helps students identify the skills and attributes required to be successful in operating their own business.

Objectives:
At the end of this activity, students will be able to:
• Discover skills and attributes necessary to succeed in starting and operating their own business.
• Determine if they have the skills and motivation it takes to be an entrepreneur.

Procedures:
Have them take the quiz to determine if they have what it takes to be their own boss. Discuss their scores and have students explain why they would like to be their own boss or why not. Discuss the definition of an entrepreneur: One who innovates and takes risks in developing a product or business. Have the students brainstorm some characteristics of an entrepreneur and list them on the board. Some examples are: spontaneous creativity, quick decision maker without data to back it up, generally a risk taker, but a self-confident, hard worker.
You may also want to visit the website of the Department of Labor and Employment to do some research on how you can become an entrepreneur.

If you are really keen on starting your own business, you may go to the following websites to help you get some ideas on how you can go about starting your own business.

Explain other means of starting a business. Micro financing institutions provides small capital to people who are interested to go into business. For entrepreneur minded students who plan to start a small business but do not have money.

Micro Financing

Microfinance - tool for socio-economic development.

If you do not have money or capital Micro Financing Institutions give you:

- a source of capital to start a small business
- a chance to "uplift" economic condition and access credit possibilities
- an opportunity to raise confidence to be able to stabilize and improve your life.
Here, you can show to students a list of websites they can visit if they are interested in putting up a business.

Facilitator: If you have Internet access, the links show will take you directly to the web-site.

An example a website that gives information and connections about entrepreneurship.

International websites can also be useful in getting tips and ideas.

Encourage participants to explore them. Several were listed in the prior slide. This one is one of the most useful sources, being the web site of choice for many small businesses in the USA.

The live web page or PowerPoint slide will show the details!
References acknowledged by Profiles Asia Pacific, Inc used in the development of this training material

Creating an effective Job portfolio, Acing your Interview. Presentation given to participants of the Training for Trainers on Career and Employment Coaching, 2009, and

Web-based Recruiting Resources. Presentation given to participants of the Training for Trainers on Career and Employment Coaching, 2009, Profiles Asia Pacific, Inc.


Guiding Youth Careers - A Handbook for those who help young jobseekers, Publisher International Labour Organization, 2007


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Acknowledgments:

Sources of the presentation material and testing instruments.